



JOB OPPORTUNITY BULLETIN

CLASSIFICATION: **Associate Budget Analyst**
(May downgrade to SSA for recruitment purposes)

POSITION LOCATION: **OFFICE OF SYSTEMS INTEGRATION (OSI)**
Administrative Services Division/Budget Section
2525 Natomas Park Drive, Suite 100
Sacramento, CA 95833

[FREE PARKING](#)

FINAL FILE DATE: Until Filled

SALARY: \$4,111.00 – \$4,997.00

Duties/Responsibilities:

Under the general direction of the Budget Section Manager, the Associate Budget Analyst will perform the more technical budget work by coordinating and assisting in the development, preparation, administration, maintenance, review and control of the Office of System's Integration's (OSI) budget and will provide consultative budget service to the OSI Projects and Programs. Duties include reviewing and analyzing all Feasibility Study Reports, Special Project Reports, Budget Change Proposals, Spring Finance Letters, and other budgetary control documents; interacting with staff from the Department of Finance and Agency to ensure that OSI budget documents are in compliance; assisting project/program managers in developing an effective course of action in budget planning and maintenance; providing technical advice as well as analytical advice on recommended approaches to fiscal challenges; assisting in the review of proposed legislation affecting the OSI and the preparation of the fiscal impact for the projects/programs; assisting in the preparation of the OSI's program, expenditure and funding detail for inclusion in the Governor's Budget; preparing and processing transfer of budget allotments, reviewing purchase estimates, printing requisitions, personnel documents, and contracts.

Desirable Qualifications:

- Knowledge of the principles and practices of governmental budgeting and accounting.
- Knowledge of the financial structure, uniform accounting system, and financial procedures of the State of California.



- Knowledge of laws relating to financial administration of the State Government.
- Knowledge of principles of organization and management.
- Ability to develop various types of budget documents.
- Ability to analyze and solve difficult technical budget problems.
- Ability to establish and maintain cooperative relationships with control agency staff and others contacted in the work.
- Ability to speak and write effectively
- Ability to analyze situations accurately and develop an effective course of action.

Who May Apply:

State employees who are currently at the Associate Budget Analyst level or have transfer eligibility to that level. (If applicable, please indicate your eligibility in box 12 of your application.)

Persons who have Associate Budget Analyst certification list eligibility. (If applicable, please indicate your eligibility in box 12 of your application.)

SROA/Surplus candidates are encouraged to apply. (If applicable, please indicate in box 12 of your application that you are a surplus candidate and attach a copy of your surplus letter.)

Inquiries regarding this position may be directed to Melissa Norcia at (916) 263-0740.

Special Requirements: Include RPA # 06-046 on your application in box 12.

Candidate may be selected by competitive interview or resume review.

Submit a State of California Std. 678 Application and Resume to:

Office of Systems Integration
P. O Box 138014
Sacramento, CA 95813-8014
Human Resources: Melissa Norcia
RPA 06-046